

IRIS NETWORKS

Job Description

Job Title: Asst. Controller/Sr. Accountant

Department: Accounting

Job Reports To: Controller & CFO

Job Summary:

General accounting including: preparing journal entries, maintaining balance sheet schedules and ledgers and account and bank reconciliations. Assisting with monthly closings and account analysis and supporting the Controller in carrying out the responsibilities of the accounting department.

Essential Job Requirements

1. Establish and maintain the company's accounting principles, practices, procedures, and initiatives.
2. Reconcile and maintain balance sheet accounts.
3. Prepare journal entries.
4. Assist with monthly closings and preparation of monthly financial statements.
5. Assist with accounts receivable and accounts payable.
6. Assists with tax computations and returns.
7. Assist in budgets and forecasts.
8. Assist with payroll administration.
9. Perform account/bank reconciliations.
10. Assist with inventory management.
11. Assist with preparation and coordination of the audit process.
12. Assist with implementing and maintaining internal financial controls and procedures.

Supervisory Responsibilities

1. None.

Education, Knowledge, Skills and Abilities

1. Associates' degree in Accounting-or related field (BA/BS Degree in Acct or related field preferred).
2. Knowledge of accounting principles and practices.
3. Knowledge of finance principles.
4. Excellent mathematical skills; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
5. Proficiency in relevant accounting software.
6. Experience with Microsoft Office.
7. Attention to detail and accuracy.
8. Experience planning and organizing.
9. Experience scheduling and monitoring.

10. Excellent communication skills.
11. Excellent problem analysis and problem-solving skills
12. Initiative
13. Ability to work within a team atmosphere.

Physical and Mental Demands

1. Must be able to hear and talk constantly throughout the day.
2. Stands and walks occasionally, sits frequently.
3. Must frequently use vision for both near and far acuity, and discerning color.
4. Must be able to drive a car for work-related travel.
5. Must have the mental ability to analyze, problem-solve, read, compare, copy, compute, compile, coordinate and synthesize information and data.

Equipment Used

1. Office equipment such as computer, printer, telephone, copier and fax machine.

Approved by _____

Date _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.